



Master Gardener Foundation of Kitsap County

Promoting long term environmental health through sound and sustainable horticultural practices.

The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County.

September 21, 2011 Annual Meeting Minutes

CALL TO ORDER

President Mary-Cathern Edwards called the Annual Master Gardener Foundation meeting to order at 1:05 PM on Wednesday, September 21, 2011 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Board members in attendance were: Judith Martin, Vice President; Fred Abrahamson, Treasurer; Directors at Large Martha Alexander, Monica Goldsberry and Horticulture Advisor Colleen Miko. Jane Dower, Secretary and Jim Rodman, Director at Large were excused.

Treasurer's Annual Report – Fred Abrahamson

Through 8/31/2011

1. The checking balance \$2,858.87
2. The savings balance is \$501.35
3. The Money Market balance at Kitsap Credit Union is \$16,630.20
4. The combined CD balance is \$33,432.49
5. Our overall cash resource is \$53,422.91

Breakdown of CD's as of July 31, 2011

Kitsap Credit Union (01) 9/14/15 \$8,126.02 1.8% interest
Kitsap Credit Union (02) 6/1/12 \$5,004.58 .55 % interest
Kitsap Credit Union (03) 6/1/14 \$5,009.15 1.1% interest
Kitsap Credit Union (70) 2/12/12 \$5,132.47 1.8% interest
Kitsap Credit Union (72) 7/6/13 \$10,160.27 1.5% interest

Budget vs. Actual 8/31/2011

Through August 31, 2011 we had income of \$30,909.44 and expenses of \$19,974.95 for a positive \$10,934.49.

Fred noted that fundraisers will be very important to our future financial well-being. If you have an idea for fund raising, please share your thoughts with the Board.

*Prepared by Mary- Cathern Edwards, President
For Jane Dower, MGFKC Secretary
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Horticulture Report - Colleen Miko

Colleen thanked all Master Gardeners for their support during her first year. The Board, in turn, voiced appreciation for her dedication, wisdom and guidance.

Gala Report – Arlene West

The April 9th, 2011 “Giving Through Gardening” Gala was a huge success. The venue was perfect for the 165 attendees. We had 28 live auction items and 65 silent auction items that were all first quality. Mary-Cathern Edward’s Duncan Creek String Quartet added a sophisticated flair to the event with their soothing music. The endless desserts tempted even the strong willed dieters. The gorgeous decorations and setup were a surprise even to the folks from the Sons of Norway.

Speaker Dan Hinkley was entertaining and Colleen introduced herself as the new MG Extension leader. She thanked the Master Gardeners for their contribution to the community. The Master of Ceremony Elliot Gregg masterfully guided the afternoon through each phase and was very entertaining. Auctioneer Chris Sizemore made everyone happy to spend “all” their money on the fabulous auction items. He really earned his keep.

Gala expenses were kept low by shopping for good deals and using keen negotiation skills. Fred and Marlene Abrahamson were able to secure our Master of Ceremonies, Elliot Gregg at no cost and Sheri Kiley negotiated with Dan Hinkley to speak at a fraction of his normal fee. Mary Annese negotiated a 30% discount on printing by giving the printer advertising space in the Gala Program. We borrowed what we could instead of buying or renting. We bought at thrift stores and made what we could to save money. Many team members donated personal items to help keep costs down. We did our own writing and graphics saving us big money. Special thanks to Jim Rodman, Julie Forville, Mary Annese, Jane Bedinger, Becky Croston, Tana Brown (and myself) for creating the advertisements, posters, letters, signs, programs, auction lists, display collages, auction displays, gift certificates, computer presentations plus a ton of supporting documents.

In addition; “catering” our own food saved big money, thank you Martha Alexander for heading up the food and your team for making the purchased food look catered!

Judith Martin searched for the best possible price on flowers for decorating and found them at 50% off the regular price. Together with her team Rosemary Long, Becky Croston, Kathy Hawkins and Martha Alexander they made the venue look lovely.

Revenue sources came from a variety of avenues. **Donations**- from invitation letters sent out by Becky Croston. **Solicitation**- each member solicited for donations but Roland Malan made an art of it. He requested auction items and cash donations from both business and individuals alike and had fun doing it! **Ticket sales** - all Gala team members sold tickets but Judith Martin made it her mission to sell to everyone she knew. I sold a **corporate table** which added revenue to the total. Roland and I both sold **advertising space in the program**. One of the best additions to the bottom line was

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the ability for attendees to use their credit card for tickets, auction items and wine goblets. Sandy Livermore faithfully kept track of all of the money throughout the process.

Revenue: \$17,441.10
Expenses: \$ 6,484.93

Profit: \$10,956.17

***More money has come in the past few months bringing the total closer to the \$11,000 amount.**

Some Lessons Learned and Comments:

- Don't count on computer technology for printing out receipts at event
- Use Bid ID cards with printed auction and check out instructions on them
- Keep the cashier open throughout the event
- Simplify dessert selection and add more food handlers
- Advertise other MG events for wider distribution (promote all events everywhere)
- Find more ways to sell tickets so all the burden is not just on the Gala team
- Check for conflicting or similar events in the area before setting a date
- Get high digital quality photos of auction items for collages
- Ticket price point may have been too high
- Use our own contract for guest speakers, (no personal sales at our event)
- Take more photos throughout the planning process and at the event for archive and future presentations. Use more than one photographer.

Things We Did Right:

- Auctioneer was wonderful.
- Decorations were beautiful.
- Food was amazing.
- Size of venue was perfect for 175-200 (no more than that).
- Sons of Norway women were worth every penny.
- Silent and Live auction items were of great quality.
- Displays of silent auction and live auctions were very attractive.
- Speaker was good
- Planning and execution was a good blueprint for future events.
- Attention to detail was exceptional and well organized.
- Team members were good workers and easy to work with.
- Elliot Gregg was great.
- Elegant event!
- Auction donations - WOW!
- Room decorations and food presentation was fabulous.
- Leadership and direction was great.
- Posters, brochures were amazing, very professional.
- So many great ideas - wine glasses, advertisement, set up of posters.
- We showed appreciation to each donor by personally thanking them in writing.
- Prospective donation list was good
- Auction catalog was a great tool to enhance auction item value.

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- MGF Website ticket purchase link with PayPal worked well
- "Hot Item" balloons worked well on silent auction tables
- PowerPoint Presentation about what the MG program is all about was great!
- PowerPoint of Live Auction Items was effective.
- Letters and Forms created worked well
- Invitation letters included request for donations was very beneficial.
- Credit card machine brought in lots more money (provided option to spend more)
- The Duncan Creek String Quartet music added class and sophistication to the event!
- Program ran very smoothly

I would recommend that a Gala be part of future fundraising. Many people I spoken to over the past few months have plans to donate wonderful auction items for the next Gala (they assume there will be another one). Others look forward to attending again and bidding on the great auction items.

Gala Team members were: Becky Croston, Bill West, Fred Abrahamson, Jane Bedinger, Jim Rodman, Judith Martin, Julie Forville, Kathy Hawkins, Marlene Abrahamson, Martha Alexander, Mary Annese, Mary-Cathern Edwards, Dick Lund, Roland Malan, Rosemary Long, Sandy Livermore, Sheri Kiley and Tana Brown.

Respectfully submitted,

Arlene West, Gala Chair

Plant Sale Report, Becky Croston

As Chair, I would like to thank all of our Master Gardener volunteers for all their hard work both before and during the sale this past May of 2011. The majority of our 250 members contributed something to our sale, be it labor, plants, even food! -- I regret that I cannot gift them the Moon. So many members tended and delivered mega-amounts of plants. Over 100 volunteers worked 700-plus hours at the sale itself. Lois Maynard and Judy Morgan collected, stored, and delivered hundreds of boxes. Monica Goldsberry started veggie in her greenhouse. Master Gardeners tended our veggies at Foxglove Greenhouses, and many Master Gardeners worked HARD on the Salvage Team through the year. Kathy Hawkins and Dorene Fretwell lended their skills to a gorgeous new section: Fresh Flower sales.

In addition we can thank our non-Master Gardeners: Our Support Staff in Extension, Dave Halsaver of Foxglove Greenhouses for his greenhouse space for vegetables, a generous Parks employee who donated three truckloads of trees, Chris Smith for his promotions in his columns, and Peg Tillery and WestSound Home and Gardens for their promotions.

I especially want to thank my dedicated committee members: Georgie Pulliam, Sheri Kiley, Sandy Livermore, Christina Nelson, Chrissy Petoff, and Kathy Hawkins.

To summarize the results, we will probably clear about \$10,200 by December of this year as more inventories is sold.

We have plants on hold at Anna Smith which are being tended by faithful

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gardeners there. The Salvage Team is still working on gathering plants –even this fall. This last year they gathered over 2,600 pots of plants---Wow. Becky and Sheri are storing about 166 pairs of gloves.

Plans are already in the works for the sale for May of 2012. Several fun and exciting additions have been suggested, and a little birdie told me that our old “fuchsia team” is making plans to bring that gem back to our sale! Hopes are high that due to negotiations with Parks, we will secure the use of the Van Zee building for free again in May, saving the otherwise full cost of \$1,604.00.

Our committee members for 2012: Care to join us?

Chair: Becky Croston
Sheri Kiley: Foxglove Coordinator/ gloves
Georgie Pulliam: volunteers
Sandy Livermore: publicity
Chrissy Petoff/ Christina Nelson: Salvage Team
Kathy Hawkins: fresh flower sales

My thanks to one and all for a fun and successful Sale: Becky Croston

→ President’s Note: Both Arlene and Becky and their Committees were recognized for their incredible fundraising endeavors. The Foundation would not be who we are without them.

Report on 2011-2012 Election of New Members to MGFKC Board, Jim Rodman.

Efforts began in May and June to enlist candidates for the Board, and the Nominating Committee was finalized at the June Board meeting (Roland Malan, Chair; Monica Goldsberry and Jim Rodman, members; Judith Martin, ex officio). Committee members and other Board members canvassed Garden and Clinic leaders to enlist candidates, making special efforts to encourage candidates from all parts of the County. Several solicitations were made to the general membership using the Foundation’s Constant Contact e-mail system. In the midst of this, the current Vice President announced her decision to resign because of family-health concerns, thus increasing to five the number of Board positions requiring election this year. The list of candidates and ballot were approved at the August Board meeting, and ballots were mailed shortly thereafter, each with a stamped return envelope (in hopes to encourage as full a response as possible). Results of election to the five vacancies are to be announced at the Annual Meeting following the counting of all returned ballots that afternoon.

The text of the Cover Letter and Ballot is copied here.

Respectfully submitted, 2011-2012 Nominating Committee

Dear Foundation Member,

You are receiving this ballot because you are a voting member of the Master Gardener

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Foundation of Kitsap County. It's time for the 2011-2012 election of new Foundation Board members, according to our Bylaws.

Serving another year (2011-2012):

Secretary: Jane Dower,

Director at Large: Monica Goldsberry.

Positions to fill (2011-2012):

President (current President Mary-Cathern Edwards finishes her 1-year term; current Vice President Judith Martin intends to resign for family-health reasons, thus creating a vacancy for President),

Vice President (current VP Martin finishes her 1-year term on the Board),

Treasurer (current Treasurer Fred Abrahamson finishes his 2-year term on the Board),

Directors at Large (two positions; current Directors Martha Alexander and Jim Rodman finish their 2-year terms on the Board).

With the impending resignation of our current Vice President, the offices of President and Vice President become vacant and must be filled. The elected candidate for President will serve out the 1-year term that would have been served by VP Martin; the elected candidate for Vice President will serve a regular 2-year term, first year as Vice President and second year as President, per the Bylaws. The position of Treasurer will be for two years. The Directors at Large will have two-year terms, with two being elected this year, and one being elected in alternate years. All terms run from October through September.

Included with this letter is your ballot (single sheet, double-sided). Please do the following:

1. Mark your votes (5 vacancies – 5 votes possible).
2. Insert your ballot (*you may keep or throw away this letter*) into the addressed, **ALREADY STAMPED** return envelope.
3. Sign the back of the return envelope.
4. Mail the **ALREADY STAMPED** return envelope [MGFKC / PO Box 3077 / Silverdale, WA 98383] by September 19, **OR**
5. Return by hand at the beginning of the Annual Meeting, September 21.

Mailed ballots must be received no later than the September 19 postal delivery. A quorum of 20 ballots cast (20% of the eligible voting members of the Foundation) will satisfy Bylaws requirements (Art. 3.10).

Ballots will be counted at the Foundation's Annual Meeting on September 21 at The Eagles Nest, 1200 NW Fairgrounds Road, Bremerton, WA 98311 (start time: 1 pm).

Thank you for your support of the Master Gardener Foundation of Kitsap County!

Nominating Committee: Roland Malan, Chair; Monica Goldsberry; James Rodman; Judith Martin, ex officio. *****

MGFKC Ballot for 2011-2012 (please note both sides – vote for 5 positions, 5

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vacancies):

Duties of the Foundation President:

Per the Bylaws, the President will: serve as executive officer of the Foundation; preside over all meetings of the Board and the members; sign contracts or other official instruments, except when the signing and execution thereof have been expressly delegated by the Board to some other Officer or agent of the Foundation; appoint the Chair of each standing and special committee, with the consent of the Board; and perform other duties as assigned from time to time by the Board.

Candidate for Foundation President (check one candidate only):

_____ **Becky Croston** (Bio Sketch: I retired from my Decorative Painting/Woodcraft business in 2006, apparently to become a “professional volunteer.” 21 years: Superintendent of 4-H Llamas for Kitsap Fair; 2002: Master Composter; 2004: Noxious Weed Advisor; 2005: Master Gardener; 2006: Native Plant Advisor; Past Mentor. I work at Olalla Garden, Manchester Native Plant Display, and the Port Orchard Clinic and served on Calendar and Gala committees. In '07: Plant Sale Chair, where I found the hardest and most generous workers in our county and came to admire the Foundation Board and their efforts and goals. President of the Foundation '07-'08, VP '08-'09, and Pres. again '09-'10. I worked hard with our Board to revamp and update the official “paperwork” of the Foundation and established “ongoing membership” and “Honorary Membership.” I would like to serve as President, helping a great team to move closer to the goals and needs of our County Master Gardener Program.)

_____ **[Write-in candidate]:** Write the name here: _____.

Duties of the Foundation Vice President:

Per the Bylaws, the Vice President will: perform the duties of the President in the absence of the President; succeed to the Office of President in the event of a vacancy in that Office; succeed to the Office of President at the end of the President’s regular term; and perform other duties as assigned from time to time by the Board.

Candidate for Foundation Vice President (check one candidate only):

_____ **Donna James Hamilton** (Bio Sketch: In my career as a nurse I supervised an outpatient clinic, a dialysis unit, general nursing units and a Diabetes Education program. I lived in Silverdale from 1980-1986 and returned in 1998. After retirement from Virginia Mason in Seattle, I graduated with the MG class of 2005. With Debra Hall I was co-leader for Anna Smith Garden for 2 ½ years, and for the MGF I chaired the nominating committee 3 times and the Bylaws committee twice. I worked on the 2010 Calendar and on the committee for the first Gala and have worked yearly on the Plant sale and at the Fair. After encouraging others to run for office over the last several years, I felt it was probably my turn to step up to the plate and think that I have the management experience and the interest to serve the Foundation.)

_____ **[Write-in candidate]:** Write the name here: _____.

Duties of the Foundation Treasurer:

The Treasurer will: have charge and custody of, and be responsible for, all funds and securities of the Foundation, and deposit all such funds in the name of the Foundation; receive, and give receipt for, monies due and payable to the Foundation; disburse, and cause to be disbursed the funds of the Foundation as may be directed by the Board, taking proper vouchers for such disbursements; keep and maintain adequate and correct accounts of the Foundation properties and business transactions; render to the Board and membership, on a monthly basis, an account of any or all transactions as Treasurer and of the financial condition of the Foundation; prepare, or assist in preparing, the financial statements to be included in the annual or any other required reports; and perform other duties as assigned from time to time by the Board.

Candidate for Foundation Treasurer (check one candidate only):

_____ **Fred Abrahamson** (Bio Sketch: I am presently the Treasurer of the Master Gardener Foundation of Kitsap County and am running for re-election. I became a Master Gardener in 2008. I am a lifelong Washington State resident, born in Tacoma. Graduated from Central Washington State College as a teacher. Taught 3 years in Shelton School District. Worked 27 years for the Washington State Health Department. The last nine years I was the Director of Financial Services at DOH. The last 11 years I have worked at the University of Washington as a budget and contract manager. Prior to the MGFKC I have also been the Treasurer for the Washington State Public Health Association and served on a Credit Union Board for six years. I was also the President of both the Thurston County Youth Soccer Association and the Tumwater Soccer Club.)

_____ **[Write-in candidate]:** Write the name here: _____.

Duties of Director at Large (two positions vacant – two votes possible):

Each Director may be appointed as an ex-officio member of standing and special committees by the President. It will be the duty of the Directors to perform all other duties imposed on them collectively or individually by the Bylaws and the Foundation Policies, including such things as attending all Board meetings, participating in the budget process, and prudent discussion, evaluation and voting on all decisions that come before the Board.

Candidates for Director at Large (check up to two candidates):

_____ **Linda Wells** (Bio Sketch: In 2008, after 25 years in Washington, DC, my husband and I decided it was time to find a better work/life balance and a more moderate climate in which to garden and fish, so we escaped to Poulsbo. I joined the MG program in 2010, and have enjoyed working with the salvage team and the Raab Park leadership team, as well as participating in many of our garden tours and native plant walks. In DC, I practiced law, initially with a large firm and later in public service, where I helped design and then led a federal program that assists developing countries in Asia, Africa, Eastern Europe and the Middle East to adopt and implement laws that promote economic growth. I hope my multifaceted MG activities and my professional experience with strategic planning and adult education will be useful to the Foundation.)

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_____ **James Rodman** (Bio Sketch: After 10 years of college teaching in botany I went over to the dark side, to administer a grants program for the National Science Foundation in Washington, DC. I retired in 2006 and moved to Silverdale, to the same place where I had first visited Kitsap in 1969, now rebuilt and with garden in progress. I graduated with the MG class of 2007 and volunteer regularly at Anna Smith Garden, often for the Plant Sale and occasionally at the Fair, and recently for the second Gala. I'm finishing my second year on the Board, mostly involved with the Program, Nomination and Communication committees, and believe I have not (yet) worn out my welcome, hence my seeking a second term as Director at Large.)

_____ **[Write-in candidate]**: Write the name here: _____.

Master Gardener Field Trips 2011, Joyia Rubens

- Tuesday, April 26: Rhododendron Species Garden, Federal Way, Guided Tour
Attendance: 11
- Friday, May 20: 10:00 am Jerry McAuliffe's, 11270 Seabeck Hwy NW
Landscaped acreage on Hood Canal, Antique car museum
12:00 MG Julie Forville's Siloam Retreat, 2755 Lake Tahuyeh Rd
Tour of Grounds and Wine Tasting
MG Jo Ann Hart's Basket-making workshop and Gardens...
Attendance: 22
- Thursday, June 16: Master Gardener Roger Bacon's, 24285 Johnson Rd NW, Poulsbo
Tour of beautiful yard on the Canal, and Luncheon
MG Donna Paulson's, 1754 NW Vaa Road, Poulsbo
Established plantings and grounds, Garden House...
Attendance: 24
- Saturday, July 16:
Lisa's Leaves & My Greenhouse, Lisa Connelly, C.P.H.
1334 Ahlstrom Road East, Port Orchard
Garden, Orchard, Perennial beds, Animals, and Nursery
Rain Garden Talk by Jeff Adams
Attendance: 8
- Thursday, September 15:
Yang's Botanical Gardens, 5180 Country Club Way, Port Orchard
Instruction on Care of Japanese Maples by Won Yang,
Tour of Maple trees, Unusual plants, previous golf course site
Attendance: 23
- Thursday, September 22:
Master Gardener Jill Ray, 209 Thompson Road, Poulsbo

Joyia Rubens and Committee, Judy Morgan, Val Martinson, Julie Rhee

Master Gardener Foundation Seminars for 2011, Joyia Rubens

- * February 16: Jo Ann Hart, MG, "Making Baskets from Natural Materials"
Attendance: 51
- * March 16: Jim Trainer, Arborist, "Kitsap Trees" Attendance: 49
- * April 20: Nikki Johanson, Pheasant Fields Farm, "Growing Local" Attendance: 37
- * May 18: Tom Bartuska, Architect (retired), "England's Garden, Landscape and Green
Community Tradition: Exploring a Path to a Sustainable Future" Attendance: 39
- * June 15: Sue and Courtney Goetz, Landscape Designers, "Behind the Scenes at the
Northwest Flower & Garden Show; and Insight of the Next Generation"
Attendance: 25
- * July 20: Shannon Harkness, WSU Small Farms Team, "Preserving the Harvest"
Attendance: 34

Old Business:

Pro Bono agreement letter with Attorney Keith Kriebel: Mary-Cathern signed the letter, with the Board’s approval and hand delivered the letter to Linda Wells at this meeting. Thank you Keith.

Venue agreement with Kitsap Parks and Rec for use of the Eagles Nest and the Van Zee Building for the Plant Sale: Billie, P&R Operations Manager, requested a meeting with the new President to discuss rental rates. Becky Croston will schedule this meeting.

New Business:

2011-2012 Election: The following were elected to open Board positions:

- Becky Croston: President
- Donna Hamilton: Vice President
- Fred Abrahamson: Treasurer (2nd term)
- Jim Rodman: Director at Large (2nd term)
- Linda Wells: Director at Large (1st term)

Congratulations!!

Jane Dower, Secretary, and Monica Goldsberry, Director at Large, continue with existing terms.

Farewell Business:

Mary-Cathern presented the Board Members with gifts of rhubarb-blackberry-raspberry jam with her thanks for their support and dedication to Foundation business during 2010-2011.

On behalf of the Board, Judith presented retiring President, Mary-Cathern, a wine and treats gift basket. (THANK YOU SO MUCH! ;-))

Meeting was adjourned at 2:35 PM.

The Gathering enjoyed conversation, snacks, coffee and a ‘green thumb/white elephant’ item exchange.

.....and as always, thank you to Ray and Sharron Etheredge for coordinating our refreshments for every Board Meeting.